

Find the Order Number with the Delivery Document Number

Introduction

The Fiori Sales App (FSA) is a product of SAP. It is an online application that interfaces with the Order Management System for Discount Tire.

Purpose

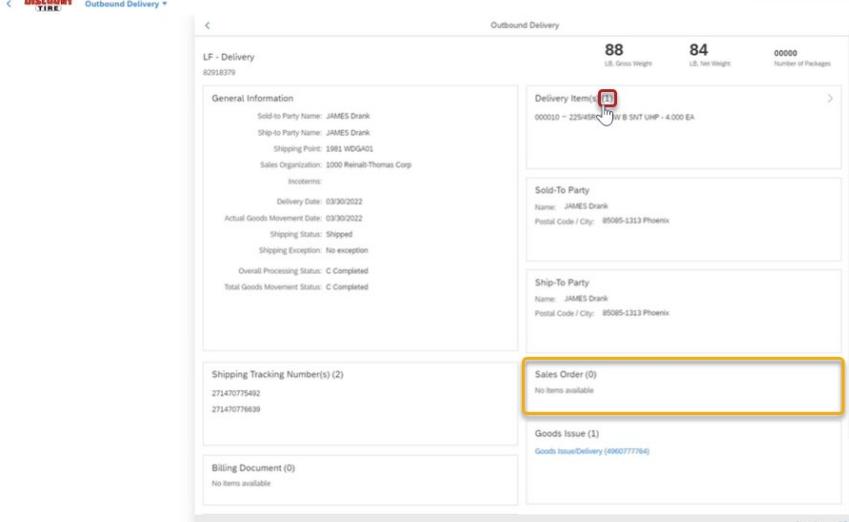
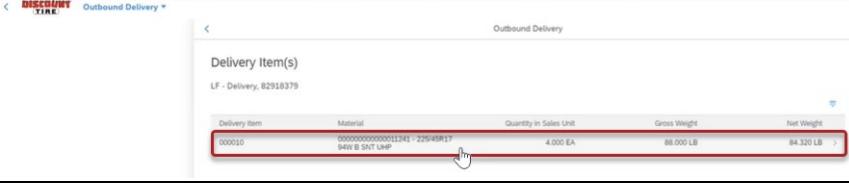
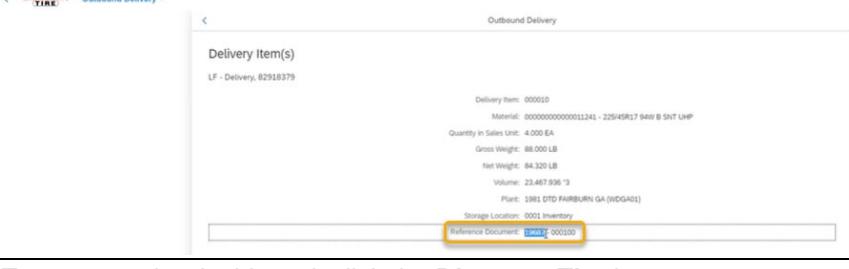
These directions provide the steps for finding an order number by searching using a delivery document number.

Find the Order Number with the Delivery Document Number

Follow these steps to find an order number with a delivery document number:

Step	Action
1	Click the magnifying glass icon.
2	Type the delivery number in the 'Search' bar, click the magnifying glass or hit the Enter key.
3	In the Results pop-up window, click the delivery number link.

Find the Order Number with the Delivery Document Number (continued)

4	<p>Check the Sales Order box to see if the order number is being displayed there. Otherwise, click the number in the 'Delivery Item(s)' box; in this example, click (1).</p> 
5	<p>Click anywhere on the line item in the 'Delivery Item(s)' field.</p> 
6	<p>The order number can be found on the Reference Document line. Copy the order number.</p> 
7	<p>To return to the dashboard, click the Discount Tire logo.</p> 

View Order Number

Follow these steps to view the order number:

Step	Action
8	Click Manage Orders .
9	Click the 'Order Number' field and type or paste the order number. Hit the Enter key to search the order number.
10	In the Order(s) table, click the order number link.

View Notes

Follow these steps to view the Notes tab:

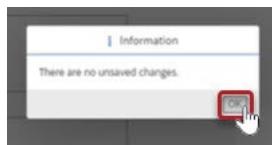
Step	Action
1	When the order number is open, click the 'Notes' tab.
2	When the 'Notes' tab is open, click Edit Notes .

**View Notes
(continued)****3**

Use the 'Special Instructions' box for any notes the DCs need to add. When the special instructions notes are done, click **Save**.

4

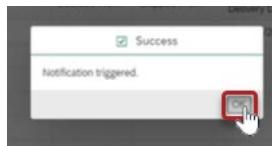
In the Information pop-up window, click **OK**.

**5**

On the main order menu bar, click **Send Notification**.

6

On the Success pop-up window, click **OK**.

**Contact**

Contact the Service Desk at support@discounttire.com or 800-366-4399.